

WEB REPORTER

Web Reporter is a tool that allows candidates and committees to complete and electronically file campaign finance reports on the Internet, without having to download and install additional software on their computers. It is ideal for users of Apple Macintosh computers (with which OCPF's Reporter filing software is incompatible), those who do not have their own computers, and those who cannot or prefer not to load the Reporter software onto their computers. In addition, candidates and committees with only occasional activity (receipts and expenditures) may prefer to use Web Reporter.

Web Reporter can be accessed from any computer that has a connection to the Internet.

Once logged on, the OCPF Electronic Filing System (EFS) will recognize the candidate or committee and the screens will be customized to the category of filer to which the user belongs, i.e. Depository, Non-Depository, PAC, etc.

Web Reporter allows candidates and committees to perform the following functions:

- Create a new online report,
- Recall a draft report previously created on the system,
- View an electronically filed report,
- Amend a previously filed report on the system,
- Add a notation to a report filed by a financial institution on behalf of a candidate or committee, and
- Manage his or her password.

To enter a new report online, or to work on a previously created draft report, the user should click on the link "Data Enter a Report Online or View Drafts".

Access

Electronic filers can access this application from the *Web Reporter* link on the OCPF website, www.mass.gov/ocpf.

Electronic filers will click on the link "Logon To EFS" to enter the system and file an electronic report.

Navigation Links

Logon to EFS – This link appears on the Welcome Page and will direct users to the Logon screen.

View Reports – This link will direct users to the search page for viewing entire reports from selected candidates or committees.

Search Contributions – This link will direct users to the search page for viewing the receipts, both monetary and in-kind, of selected candidates or committees.

Search Expenditures – This link will direct users to the search page for viewing the expenditures of selected candidates or committees.

Report Log – This link will direct users to a display of the most recently filed electronic reports, sorted by time of filing.

Report Status – This link will direct users to a search tool that can be used to display a candidate or committee's reports by reporting period.

Legislative Candidates – This link will direct users to a search tool that displays legislative candidate reports, grouped by district.

Help – This link appears on every page to give guidance to the elements on the current page.

Welcome Page – This link will direct users to the Welcome screen. Clicking on this link will end the users' session and they will need to logon to access Web Reporter again.

OCPF Home – This link appears on the Welcome page and will direct users to the OCPF home page.

Back to Search Results – This link will re-direct users to the EFS Home Page from the page where the latest search results were displayed.

Return to EFS Home – This link will direct users to the Main Menu of Web Reporter. Unlike the Welcome Page, the user will remain logged in (the session is maintained) when directed to this screen and he or she can select other tasks to perform.

Data Enter a Report Online or View Drafts – This link will direct the user to the page to the page where the user can create a new report online or work on a previously created draft report.

Amend Report – This link will direct the user to a list of his or her previously filed reports. Clicking on the date link of a report on this page will create a draft amendment report.

Action Buttons

Save and Stay – This button is used to save the draft. This button will not clear any fields and does not direct the user to any other page.

Save and Add Another – This button is used to save the information data entered on the page and to clear the data entry fields so the next record can be added. This button does not direct the user to any other page.

Save and Exit – This button is used to save the draft and will direct the user to the previous screen.

Agree to Legal Terms & File with OCPF – This button is used to file an electronic report with OCPF. **CAUTION: advise users to single-click the button or they may inadvertently click past their filing receipt.**

Cancel – This button is used to direct users to the previous screen without saving any changes to the draft.

View legal terms – This button will bring up a pop-up window that presents the electronic signature affidavit.

Add New Line Item – This button appears on the schedule screens and will direct the user to a blank data entry screen to enter line item information.

Amend – This button appears at the bottom of a logged-on candidate or committee's reports. Clicking on this button will create a new draft and import the data from the selected report into the draft so that the user can make the necessary changes and file an amended report.